

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

Dallas Regional Office
525 Griffin St., Room 403
Dallas, Texas 75202

Denver Affiliate Office
1999 Broadway, Suite 1780
P.O. Box 4650
Denver, Colorado 80202

September 26, 2003

DALLAS REGION: INFORMATION NOTICE NO. 03-06

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGION CENTER OPERATORS
DALLAS REGIONAL OFFICE PROJECT MANAGERS

FROM: JOSÉ M. de OLIVARES
Regional Director
Office of Youth Services & Job Corps

SUBJECT: Teacher Certification/Waiver Report

1. Purpose.
To identify the total number of teachers that are in receipt of waivers from the Regional Office, an explanation as to why they have a waiver and a projected date to receive their certification.
2. Background.
The National Office continues to emphasize the movement of the Job Corps Program from a GED granting program to a High School Diploma Program. Central to this achievement is the hiring and retention of certified teaching staff. The purpose of this notice is to capture an accurate picture of how many teaching staff are employed on your center, how many are certified and how many are on waivers.
3. Action.
Complete the attached Teacher Certification/Waiver Report and submit the completed form to Steve Fuller (fuller.stephen@dol.gov) in the Dallas Regional Office by October 3, 2003.
4. Expiration Date.
October 3, 2003
5. Inquiries.
If you have any questions, please contact your Project Manager.



A Proud Member Of America's Workforce Network

Dallas Region
Teacher Certification/Waiver Report
As of September 30, 2003

Center: _____

| A | B | C |
|---|---|---|
| | | |

Column A

Total number of teachers

Column B

Total number of teachers that are certified

Column C

Total number of teachers that are on waivers (Column A minus Column B)

Please list below the teacher's names that are currently on waivers and then explain why they are on a waiver and how long until they will be certified.

| Teachers | Explanation |
|----------|-------------|
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Upon completion, please e-mail to Steve Fuller (fuller.stephen@dol.gov) by **October 3, 2003**.